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22 March 1978

MEMORANDUM FOR: Deputy Director for Operations
Deputy Director for Science and Technology
Deputy Director for Administration
Office Directors and NIOs, NFAC

FROM : Coordinator for Academic Relations, NFAC and
Agency Representative on the Interagency
Committee on Foreign Affairs Research

SUBJECT : Interagency Coordination on Government-
Supported Foreign Affairs Research

REFERENCE : State Department Memorandum, 16 January 1978,
"Policies and Procedures for Department of
State Review and Coordination of Government-
Sponsored Research on Foreign Affairs" (attached)

// 1. The reference document is a revision of the rules governing State Department clearance and interagency coordination of external research on foreign affairs. A definition of "Government-sponsored foreign affairs research" is provided in Section I of the document and elaborated in Annex I to the document. The following paragraphs highlight the actions we are required or expected to take.

2. We are required to submit to the State Department for review and clearance before a contract or grant is awarded all external foreign affairs research contracts, whether classified or unclassified, that

a. at any stage involve foreign travel or contact with foreign nationals in the United States or abroad, or

b. that, in our judgment, may have potential adverse effects on U.S. foreign relations because they deal with subjects under active negotiation or currently in dispute.


3. We are required to report to the State Department all external foreign affairs research projects, classified or unclassified, even if submitted for prior clearance, within ten working days after the awarding of a contract or grant ("or as soon thereafter as possible").

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4. We are expected to supply the State Department (INR/XR/RS) 3 copies of all studies and reports, classified or unclassified, delivered to us as products of our external foreign affairs research products.

5. Information required in connection with projects submitted for review is specified in Section VB of the reference document. This information should be supplied to the Agency Representative, Interagency Committee on Foreign Affairs Research (i.e. Coordinator for Academic Relations, NFAC) for transmission to the Department of State. This may most conveniently be done by memo addressed to State INR/XR/RS via Coordinator for Academic Relations, NFAC. Research project managers who consider that a project being contemplated might prove sensitive as specified in paragraph 2b above should consult with the Coordinator for Academic Relations, NFAC.

6. Project reporting is to be done as specified in Section VIB of the reference document. The required forms should be forwarded to the Coordinator for Academic Relations, NFAC, for transmission to the State Department. These forms are available from the CAR/NFAC office, 2E49,

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7. Three (3) copies of each completed external foreign affairs research study or report should be supplied CAR/NFAC for forwarding to the State Department.

8. Questions or observations regarding the implementation of these requirements should be addressed to the Coordinator for Academic Relations, NFAC or to the Associate Director for Management, NFAC.



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